



Information sheet for participation in exams

Important: This guideline describes the usual procedure for written examinations at the Faculty of Mechanical Engineering. However, the announcements of the lecturers or supervisors are always binding!

Before the exam

1. Registration in PAUL during the examination registration period
2. Please check before the end of the registration period that you are correctly registered for the examination! Unfortunately, it often happens that students are not registered, even though they thought they had done so in PAUL (double confirmation required).
3. Cancellation possible without giving reasons up to *1 week before the exam* in PAUL.
4. Later cancellations must be made via the Examinations Office and are only possible under certain conditions, details of which can be found in the examination regulations that apply to you. If a medical certificate is required, a corresponding form can be downloaded from the [Examinations Office](#).
5. Enquire about the aids permitted in the respective subject. These will be published in advance by the respective chairs on notice boards and/or on the internet.

On the day of the exam

6. If no fixed seating plan is specified, there is free choice of seats. In lecture halls, please note: leave 1 row and 2 seats to the right and 2 to the left free
7. Only the permitted aids (observe subject-specific announcements) as well as food and drinks may be on the table or within reach during the entire examination. The use of red pens is prohibited.
8. Please place your student ID and official photo ID (e.g. identity card or similar) clearly visible on the table.
9. All other items must be stowed in bags. These bags must be placed either at the front of the examination room, in the free rows of seats or at the edge of the row of seats. The appearance of any unauthorised aids within reach (e.g. on or under the bench, but also e.g. in a trouser pocket) will be immediately treated as an attempt to cheat!
10. This also applies in particular to mobile phones and watches of any kind, as well as smart glasses or other electronic wearables. These must also be stowed in pockets *out of reach* during the exam. The exam supervisor ensures that a watch is always clearly visible in the room.
11. If examination sheets are provided, do not use your own paper.
12. Before the examination tasks are handed out, there is the last opportunity to withdraw from the exam by (subsequently) submitting a simple medical certificate of incapacity to take the exam! Attention: Certificate must be from the day of the exam.
13. Handing out examination tasks and, if applicable, exam sheets: These must remain upside down on the table until the supervisor allow them to be turned over. If someone is observed turning over the examination tasks beforehand, this will be penalised immediately with a point deduction of approx. 5% of the total number of points.
14. When prompted, you can turn over the examination tasks. The tasks are then read out in full.
15. You then have 2 minutes to write your name and matriculation number on all sheets (examination tasks & examination sheets). Only sheets with your name and matriculation number will be included in the assessment! Only then does the exam time start.
16. Note: The supervisors usually keep a record which contains important information, such as seating arrangements, blackboard notation, list of participants, notes on the examination procedure (early submission, toilet visits, special circumstances, incidents, etc.).



- 17.** From 10 minutes before the end of the exam, the exam may no longer be handed in or the room left in order to avoid disruptions.
- 18.** At the end of the processing time, everyone must stop writing and turn over the sheets when asked to do so. Please remain calm and stay in place. If anyone fails to do so, this will be penalised with a point deduction of approx. 5% of the total score.
- 19.** Only when all exams have been collected are you allowed to talk to each other and leave your seats.